

BEDFORD COUNTY PLANNER

Applications are being accepted for the position of Planner to work in the Community Development Office located in the Bedford County Administration Building, 122 East Main Street, Bedford, Virginia. The successful candidate will be a member of a professional planning team. Performs intermediate professional work in the handling of a variety of planning assignments, focusing primarily on transportation; does related work as required. Work is performed under regular supervision. Typical tasks serves as the County's Transportation Planner; attends MPO and other related local, regional, and State transportation meetings; ability to write grants and submit funding requests on behalf of Bedford County; Ability to serve as project manager for funding and grant requests; Participate in the Planner of the Day rotation; and Review land use applications; ensuring compliance with ordinances, statutes and regulations; providing professional planning services; gathering and analyzing data; providing staff support to boards and committees; administering ordinances; Reviews site plans, plot plans and plats for compliance with subdivision and zoning ordinance. Conducts field inspections of proposed areas of subdivision of land; assists with maintaining the transportation element of the Comprehensive Plan; Consults with County officials, developers and engineers regarding permits, approvals, guidance and explanations related to ordinances, rules, regulations and procedures; Attends a variety of meetings and staff boards, commissions and committees relating to planning, zoning and development issues; and performs related tasks as required. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and land use and transportation planning experience. Knowledge of word processing, spreadsheets, database and basic GIS is required. Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of the American Institute of Certified Planners is desirable, and Virginia certification as a Zoning Official is required.

Applications and job descriptions are available on our website: www.co.bedford.va.us and are also available from the Bedford County Human Resources Department, Bedford County Administration Building, 122 East Main Street, 2nd Floor, Bedford, VA 24523, (540) 586-7601. Starting salary range is \$35,755.49 - \$45,588.24 dependent upon qualifications and experience. Excellent benefits package. Benefits include: life, medical, dental, and vision insurance, flexible spending plan, retirement, direct deposit, paid holidays, vacation and sick leave. Applications will be accepted until position is filled. Only interviewed candidates will be notified when position is filled. EOE, ADA.

PLANNER
POSITION NUMBER: 8005
DEPARTMENT: COMMUNITY DEVELOPMENT - PLANNING GRADE: 18/
EXEMPT
APPROVED DATE: JANUARY 2005 REVISED: MAY 2016

GENERAL DEFINITION OF WORK:

Performs intermediate professional work in the handling of a variety of planning assignments, focusing primarily on transportation; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as the County's Transportation Planner;
- Attends MPO and other related local, regional, and State transportation meetings;
- Regularly informs the Director, Planning Commission, and Board of Supervisors with pertinent transportation information as it relates to Bedford County;
- Ability to write grants and submit funding requests on behalf of Bedford County;
- Ability to serve as project manager for funding and grant requests;
- Participate in the Planner of the Day rotation;
- Review land use applications; ensuring compliance with ordinances, statutes and regulations; providing professional planning services; gathering and analyzing data; providing staff support to boards and committees; administering ordinances;
- Reviews site plans, plot plans and plats for compliance with subdivision and zoning ordinance. Conducts field inspections of proposed areas of subdivision of land
- Enforces zoning ordinance; reviews zoning permits for compliance with appropriate ordinances and to confirm location and ownership; writes official notices of zoning violations;
- Meets with citizens to discuss development plans and transportation issues;
- Prepares staff reports for Special Use Permits, rezonings and Special Review Projects;
- Assists with maintaining the transportation element of the Comprehensive Plan;
- Consults with County officials, developers and engineers regarding permits, approvals, guidance and explanations related to ordinances, rules, regulations and procedures;

- Attends a variety of meetings and staff boards, commissions and committees relating to planning, zoning and development issues;
- Performs related tasks as required;

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of transportation and land use planning as well as zoning; general knowledge of current literature and recent developments in the field of planning and zoning; some knowledge of transportation systems; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to interpret various rules and regulations; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and land use and transportation planning experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of the American Institute of Certified Planners is desirable, and Virginia certification as a Zoning Official is required.